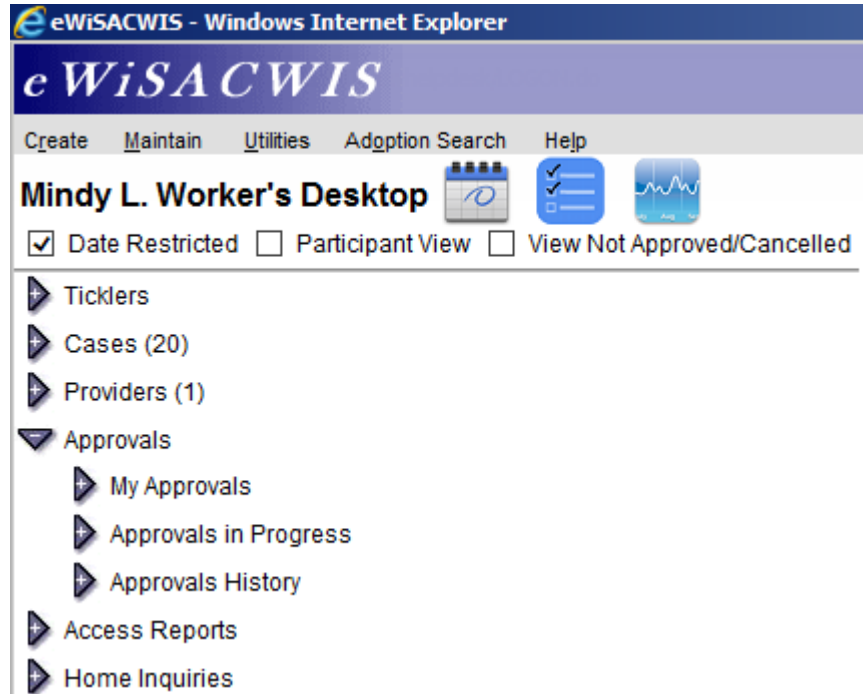


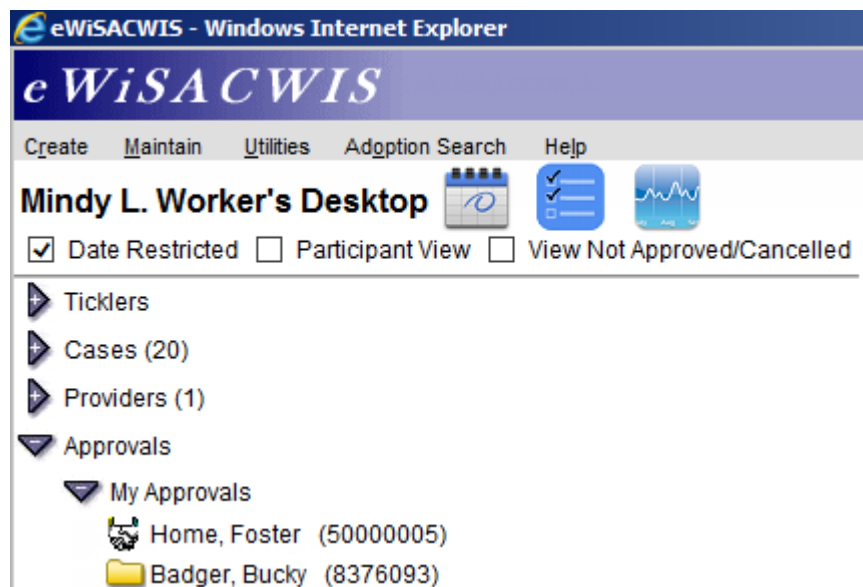
## Viewing Approvals

The Approvals expando is divided into three sections, My Approvals, Approvals in Progress, and Approvals History.

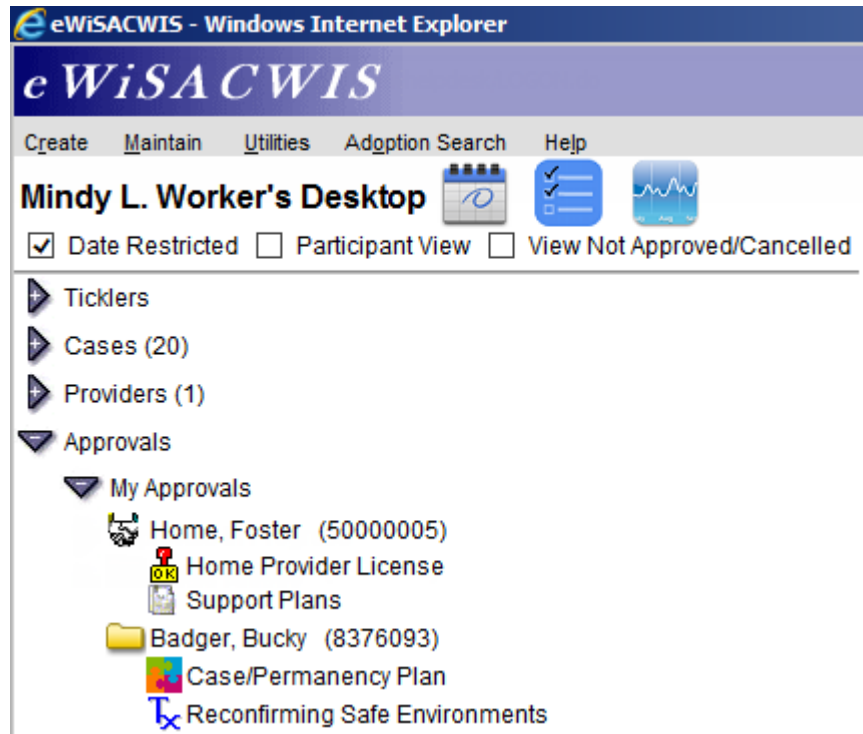


### My Approvals

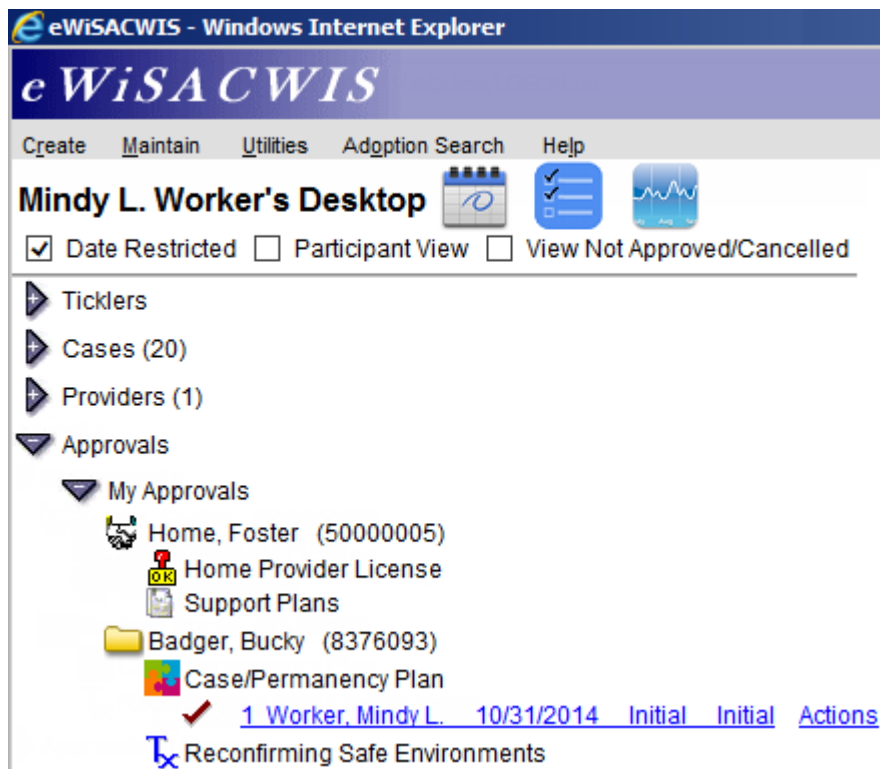
1. When the My Approvals expando is opened, all pieces of work that need your attention will appear.



- Clicking on the icon next to the case/provider name will display specific pieces of work for that case/provider that need to be addressed.



- Clicking on a specific piece of work will display the most current approval status for that piece of work. The blue hyperlink shows the worker's name, the date the approval status was entered, and the approval status. The example shows the status of 'Initial.' This means you created the piece of work but have not sent it to your supervisor for supervisory approval. By clicking on the hyperlink, the piece of work that needs approval will open for review and approval. The [Actions](#) hyperlink allows you to view or attach approval comments related to this piece of work. See the [Approval Comments](#) User Guide.

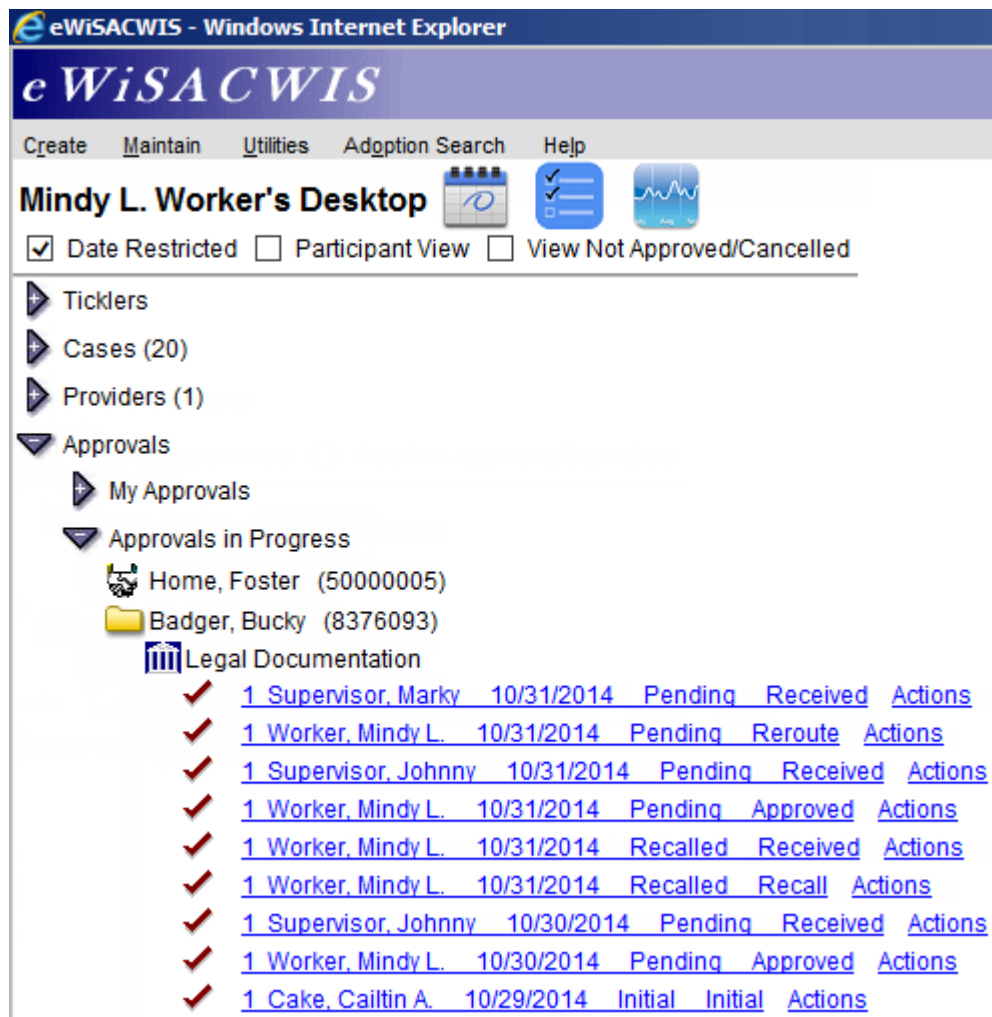


## Approvals in Progress

The Approvals in Progress expando will display all pending work for you which you appear in the approval history. These approvals are “pending” meaning that the work has not received final supervisory approval. The full approval history for the piece of work is displayed. The blue hyperlink will allow you to review and/or approve the piece of work.

In the example below, a legal document on the Alvin L. Adopted case was completed and submitted for approval. For a chronological history, read the approval chain (screen shot) from bottom to the top.

- 1) On 10/29 Caitlin created the piece of work
- 2) On 10/30 Mindy approved the piece of work and sent it to Johnny
- 3) Johnny received it on 10/30
- 4) On 10/31 Mindy recalled the piece of work from Johnny
- 5) Mindy received the piece of work
- 6) Mindy updated the piece of work and sent it back to Johnny for approval
- 7) Mindy then rerouted the piece of work to Marky
- 9) Marky then received the piece of work.



## Approval History

The Approval History expando displays all approval activity on the piece of work through final approval. The history will stay on this expando for 72 hours after final approval. For a chronological history, read the approval chain (screen shot) from bottom to the top (the same as the previous example but now the approval process has finalized and frozen). In this screen shot, there are four separate pieces of work that have been sent for approval on this provider.

**eWiSACWIS - Windows Internet Explorer**

**eWiSACWIS**

Create Maintain Utilities Adgption Search Help

**Mindy L. Worker's Desktop**

☒ Date Restricted ☐ Participant View ☐ View Not Approved/Cancelled

- Ticklers
- Cases (20)
- Providers (1)
- Approvals
  - My Approvals
  - Approvals in Progress
  - Approvals History
    - Badger, Bucky (8376093)
      - Case/Permanency Plan
      - Legal Documentation
        - 1 Supervisor, Marky 10/31/2014 Approved Approved Actions
        - 1 Supervisor, Marky 10/31/2014 Pending Received Actions
        - 1 Worker, Mindy L. 10/31/2014 Pending Reroute Actions
        - 1 Supervisor, Johnny 10/31/2014 Pending Received Actions
        - 1 Worker, Mindy L. 10/31/2014 Pending Approved Actions
        - 1 Worker, Mindy L. 10/31/2014 Recalled Received Actions
        - 1 Worker, Mindy L. 10/31/2014 Recalled Recall Actions
        - 1 Supervisor, Johnny 10/30/2014 Pending Received Actions
        - 1 Worker, Mindy L. 10/30/2014 Pending Approved Actions
        - 1 Cake, Caitlin A. 10/29/2014 Initial Initial Actions
        - 2 Supervisor, Johnny 10/29/2014 Approved Approved Actions
        - 2 Supervisor, Johnny 10/29/2014 Pending Received Actions
        - 2 Worker, Mindy L. 10/29/2014 Pending Approved Actions
        - 2 Cake, Caitlin A. 10/29/2014 Initial Initial Actions
        - 3 Supervisor, Johnny 10/29/2014 Approved Approved Actions
        - 3 Supervisor, Johnny 10/29/2014 Pending Received Actions
        - 3 Worker, Mindy L. 10/29/2014 Pending Approved Actions
        - 3 Cake, Caitlin A. 10/29/2014 Initial Initial Actions
        - 4 Supervisor, Johnny 10/29/2014 Approved Approved Actions
        - 4 Supervisor, Johnny 10/29/2014 Pending Received Actions
        - 4 Worker, Mindy L. 10/29/2014 Pending Approved Actions
        - 4 Cake, Caitlin A. 10/28/2014 Initial Initial Actions